



**Advanced Integrated Reading and Writing – SPRING 2023**

IRW 320-148CL

LRC, Room 248, Tuesday/Thursday, 9:30 a.m. – 10:50 a.m.

**Instructor Information:** Lisa Frase

**Email:** [lfrase@com.edu](mailto:lfrase@com.edu)

**Phone:** 409-933-8389

**Office:** LRC, Ste. B, #242

**Office Hours:**

Monday/Wednesday	Tuesday/Thursday
7:15 a.m. – 8:00 a.m.	7:15 a.m. – 8:00 a.m.
12:20 p.m. – 2:15 p.m.	

\*It is best to **set an appointment** for a private conference (in-person or online) since I might have other scheduled meetings.

**Course Communication:** Email me regarding *personal* questions and circumstances. I generally check my email twice a day, however, I may not be able to reply right away. Please allow at least 24-hours during the school week. I may or may not be able to reply on weekends. *Check your college email and D2L/Brightspace announcements daily.*

**Required Textbook**

No Required Textbook. All course content is in D2L/Brightspace.

You will need to purchase or borrow **4 fiction texts** of your choice throughout the semester.

**Required Materials & Supplies**

You will need all handouts, assignment instructions, materials, and supplies assigned in ENGL 1301.

**Required Online Accounts**

[www.prowritingaid.com](http://www.prowritingaid.com)

[www.citefast.com](http://www.citefast.com)

**Required Technology**

- Internet access to D2L/Brightspace

All COM students have free access to Office 365, which includes Microsoft Word, Microsoft PowerPoint, and OneDrive. You will need Microsoft Word and Microsoft PowerPoint for your ENGL 1301 course.

**It is important that you can always access all your work electronically.** Save your work on a flash drive, in OneDrive, and on your personal computer. You can also email your work to yourself.

**SAVE EARLY·SAVE OFTEN·SAVE IN MORE THAN ONE PLACE**

**Course Description:**

**IRW 0320** - This course integrates more advanced preparation than IRW 0300 regarding academic reading skills and skills in writing a variety of academic assignments. Topics include critical reading and writing skills. Students will be expected to write compositions similar to those assigned in ENGL 1301. Placement: (1) TSI Essay - score of 4 with TSI Writing multiple choice of 355-362 or (2) TSI Reading - score 346-350 or (3) Successful completion ("C" or better) of READ 0340 or ENGL 0330 prior to 8/31/2014 or (4) Successful completion ("C" or better) of IRW 0300. **This course does not transfer.**

**Benefits of Taking this Course**

- (1) Students will learn to generate and organize ideas about which to write.
- (2) Students will identify rhetorical writing modes.
- (3) Students will be able to research, compose and document a research essay in MLA style.
- (4) Students will be able to use college level writing skills.
- (5) Students will be able to proofread their own and others' works.

**Course Content, Structure, & Requirements:**

This course is a prerequisite for ENGL 1301. It is designed to support your work in Composition I and to provide additional instructional support in reading and writing. You will complete some of the outside reading assignments for ENGL 1301 in IRW 320 with instructor support. You will also be given additional writing time and tutorial support in IRW 320 for your ENGL 1301 assignments, as well as complete coursework specifically for this class. Some ENGL 1301 grades will transfer to IRW.

**IRW**

This course is designed to provide you with knowledge and tools to help you successfully complete your ENGL 1301 course and write papers in future classes. You will complete weekly learning modules with quizzes.

**Determination Of Course Grade (Methods of Evaluation):**

Grades for this course use a traditional average. Each assignment is worth 100 points. Quizzes are automatically graded and added to the grade center. Once you complete your IRW work for the week, you will use your remaining class time to work on ENGL 1301 coursework and essays. Some ENGL 1301 assignments/grades will transfer to IRW.

**Grading Formula/Scale:**

- A 90+
- B 80-89
- C 70-79
- D 60-69
- F Below 69
- I In the case of unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor.

**Determination of Course Grades:** To pass this course, all work must be completed and turned in by the due date. Weekly work is due by the due date/time on the assignments' calendar. Since you will work on ENGL 1301 assignments in IRW, some grades will transfer from ENGL 1301 to IRW.

**Grading Scale:**

50% ENGL 1301 Milestone Transfer Assignments  
20% Book Talk Assignments  
10% IRW Special Assignments  
20% Personal Responsibility


**GRADE RANGE:**

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60
FN	F earned by excessive absences

**Determination of Course Grades:** To pass this course, all work must be completed and turned in by the established due dates.

\*Students' work will be assessed with grading rubrics.


**Attendance and Participation:** Attendance is taken daily and averaged into your Personal Responsibility grade which counts as 20% of the course. You are required to attend IRW, which directly follows ENGL 1301. You will complete participate in lessons and discussions, read fiction texts, complete special assignments, and work on ENGL 1301 Milestone writing projects.

 Attendance & Timeliness

**Attendance** in a face-to-face class (F2F) means **showing up on time** for every class and **staying until class is dismissed**. Attendance is mandatory and roll is taken at the start of class. If you come into class after attendance is taken, you will be counted as late. **Timeliness** has a major impact on your Personal Responsibility grade.

Excused absences **require proof** and are **subject to my discretion**. Exceptions include illness with a doctor's note, funeral, personal/family emergency.

The following reasons will **not be excused**: work, busy, stressed, travel, slept late, transportation, etc.


 **Communication is crucial.** Please email me ASAP if you must miss class and provide proof of your absence. If you are experiencing a life event that prevents you from attending or showing up on time, you need to come talk to me.

## Participation


Participation in an F2F class means carefully reading and viewing all content and assignment instructions, completing all assigned tasks to the best of your ability and in a timely manner, listening and taking notes, and participating in all class activities and discussions.


## Professionalism

Professionalism in an F2F class means **respectfully communicating** with your instructor and classmates, listening to lectures and taking notes, turning off your cell phone, and properly using the computers and printer in the room. Additionally, professionalism means **contacting your instructor in a timely manner** to discuss absences, late arrivals, assignments due, concerns, and questions.

 There is a **zero tolerance policy for late work** in this course. Emergencies will be dealt with on a case-by-case basis. Milestone writing projects are submitted in ENGL 1301 and are subject to ENGL 1301 late work/grace period policies.

**Course Outline:** \*This calendar is tentative and subject to change at the discretion of the instructor.

 Topic of Conversation & Mini-Lessons


 IRW Special Assignment

 Book Talk Assignment Due


 ENGL 1301/IRW COREQ Transfer Assignment

 IRW Special Activity


### **Week 1:** 8/28-9/3


 Welcome & Introductions

 M/T Short Diagnostic: Your Reason Why


 W/Th 9:35 a.m. Library Tour & Book 1 Selections

### **Week 2:** 9/5-9/10 (M-Labor Day)

 W/Th 10:30 a.m. Tutoring Center Visit

 M 1.1: Email

### **Week 3:** 9/11-9/17

 Get Ready for College


### **Week 4:** 9/18-9-24

 W/Th Trio Visit 9:35 a.m.


 W/Th Book Talks & Book 2 Selection

 Reading Strategies  
 M 2.1: Career Writing Research Presentation

**Week 5:** 9/25-10/1

 Retain Reading Information (video) & Annotating Text


**Week 6:** 10/2-10/8

 Fact/Opinion, Questioning, Monitoring Bias

 M 3.1: Procedures

**Week 7:** 10/9-10/15

 Main Idea/Thesis

 M 4.1: Resume

**Week 8:** 10/16-10/22


 W/Th Book Talks & Book 3 Selection

 Building Vocabulary

**Week 9:** 10/23-10/29


 Inferences & Conclusions

**Week 10:** 10/30-11/5

 Synthesis & Analysis


 M 2.1: Analysis Portfolio

**Week 11:** 11/6-11/12

 Reading Academic & Scholarly Texts


 Set tutoring appointments for Weeks 14-15

**Week 12:** 11/13-11-19

 W/Th Book Talks & Book 4 Selection

 M 3.1: Works Cited & Thesis

**Week 13:** 11/20-11/26 (Thanksgiving)

 M 3.2: PowerPoint

**Week 14:** 11/27-12/3

 Strategies to Troubleshoot Reading

 Required tutoring appointments, Weeks 14-15

**Week 15:** 12/4-12/10

 M 3.3: Argumentative Essay

**Week 16:** 12/11-12/12

 M/T Book Talks

 M 4.1: Self-Reflection Video

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:** Plagiarism is a very serious offense and is not acceptable in this course.

Copying someone else's words and claiming them as your own is plagiarism.

Paraphrasing, summarizing, or quoting someone else's words without proper citations is plagiarism.

Using someone else's images (still or moving), data, audio, interviews, etc. without proper citations is plagiarism.

All essays will be submitted to Safe Assign in Blackboard –a software that checks papers for plagiarism.

Claiming someone else's words as your own (copy / pasting or turning in a borrowed or bought paper) is *completely unacceptable*. Students who blatantly plagiarize will receive a grade of 0 and will be referred to the Office of Student Conduct for the appropriate disciplinary action.

At the instructor's discretion, accidental plagiarism will be dealt with in the following manner: The instructor will counsel the student regarding improper or missing citations. The student will be given an opportunity to revise their work to include the proper citations. The corrected work will receive reduced credit.

(COM) Access this link to learn [How To Avoid Plagiarism](#) or <http://en.writecheck.com/ways-to-avoid-plagiarism/>

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Brian Anderson at 409-933-8186, [banderson@com.edu](mailto:banderson@com.edu).

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Email me regarding questions, concerns and personal circumstances that may interfere with attendance or turning work in by the deadline. I generally check my email at least twice a day; however, I may not be able to reply right away. Please allow at least 24-hours during the school week. I may or may not be able to reply on weekends. Do not expect an immediate response after 5:00 p.m.

▲ Check your COM Outlook email account, course announcements, and course activity feed daily.

### Required Technology

- Internet access
- Google Chrome
- Computer access
- Office 365
- OneDrive
- Flash drive

\*Internet and computer issues are not acceptable excuses for late or missing assignments.

All COM students have free access to Office 365, which includes Microsoft Word, Microsoft PowerPoint, and OneDrive. You will need Microsoft Word for your ENGL 1301 course.

**It is important that you can always access all your work electronically.** Save your work on a flash drive, in OneDrive, and on your personal computer. You can also email your work to yourself.

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<b>Student Learner Outcome IRW 0320</b>	<b>Maps to Core Objective IRW 0320</b>	<b>Assessed via this Assignment IRW 0320</b>
1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths (0320).	Critical Thinking (CT)	Reading assignments, quizzes
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing (0320).	Communication Skills (CS)	Reading assignments, quizzes, writing projects
3. Identify and analyze the audience, purpose, and message across a variety of texts (0320).	Critical Thinking (CT)	Reading assignments
4. Describe and apply insights gained from reading and writing a variety of texts (0320).	Critical Thinking (CT)	PECAT Paragraph Framework
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas,	Communication Skills (CS)	Writing Projects

and use of appropriate language that advance the writer's purpose (0320).		
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations (0320).	Critical Thinking (CT)	Reading assignments, quizzes, writing projects
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies (0320).	Teamwork (TW)	Writing projects
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim (0320).	Critical Thinking (CT)	MLA quiz PECAT Paragraph Framework module
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments (0320).	Personal Responsibility (PR)	Revising, Editing, and Proofreading quiz
10. Recognize and apply the conventions of standard English in reading and writing (0320).	Personal Responsibility (PR)	Writing projects, quizzes

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.



**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 16-week session is Tuesday, November 28, 2023.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).